APPROVED MINUTES

Adult Education Advisory Committee December 13, 2006 Utah State Office of Education Room 241 - 10:00 a.m. - 1:00 p.m.

Present: James Andersen, Nancy Birchell, Agnes Chiao, Herb Clark, Jeff Galli, Scott Greenwell, Kathleen Johnson, Marty Kelly, Cindy Krueger, Hector Mendolia, Marilyn Nunez, Randy Merrill, Wayne Mifflin, Norman Nakamura, Paula Oakey, Russ Thelin, and Carolyn Johnson (Secretary)

Excused: Sandi Grant, Jared Haines, Edie Mitko, Nate Southerland, and Gary Wixom

Welcome:

Paula welcomed everyone in attendance, recognized those excused, and proceeded with reading of the minutes.

Approval of Minutes:

The minutes of **October 11, 2006** were reviewed, Wayne Mifflin made a motion to approve them as corrected, Paula Oakey seconded the motion, and the motion passed.

Introductions:

Paula introduced Scott Greenwell as James Andersen's replacement for the Directors/ Coordinators' position on the adult education Advisory Committee.

ADVOCACY – Legislative Update

Jeff explained that the law allows the state office and public education to offer programs to offenders that is slated to sunset this next year. Therefore Gary Wixom and Jeff made a presentation to the Legislature as to why this law had to be reauthorized. Both felt it had gone well and corrections education would be in business for the next few years.

Jeff disseminated handouts and directed attention to the minimum school program FY 2008 showing that the governor had recommended 7 percent funding for the "special population."

PUBLIC RELATIONS

a. PSA – Nate was unavailable to give an update on the PSA

There was question as to whether or not anyone had seen the announcements and Shauna indicated she had seen them on the UEN station early in the mornings and again in the evening. Marty suggested it might be good for Nate to make another contact with the local stations, and after some brief discussion she indicated she would email him.

Marty said she had brought posters for members to take back to their offices, and reminded everyone that the blank space at the bottom was to insert their contact information to direct people to adult education programs.

LOCAL PROGRAM ADVISORY COMMITTEE SURVEY

a. Survey results – Nate emailed Advisory Members the results of the survey.

Marty was surprised at the number of advisory committees that were in place, serving in the various capacities, and the amount of feedback that was received from the surveys. Marty indicated it would be helpful to have the Advisory Committee attend the Directors/Coordinators' meeting to share their

strengths and ideas as a committee to give ideas and support to the programs who might need some guidance for their advisory committees.

Scott Greenwell mentioned UAACCE is contemplating on running some "How To" workshops this year, and to let him know if there is a need for an Advisory Committee Workshop to be run to let him know.

Marty emphasized it was important for the local Advisory Committees to read, acknowledge and approve grant applications prior to the submission of the grants.

OPEN PATHWAYS – updates from Russ Thelin (Vocational Education) and Kathleen Johnson (D.W.S.)

Russ identified "Mouse" as: <u>Memorandum of Understanding to Support Employment.</u> He went on to give an update on the steering committee which is the Mighty Mouse, the subcommittees which are the Minnie Mouses. The committee has been dormant for awhile due to staffing changes but has now been reactivated. The committee has been targeted to help with pathways in assisting clients with employment.

Russ indicated that Workforce Services and Vocational Rehabilitation have assessment needs to identify skills, interests, aptitudes, and vocational evaluations. Russ gave a history/background of why they are in a dilemma and emphasized that if Adult Education and the Department of Workforce Services had a partnership, it would accommodate the Department of Vocational Rehabilitation to do assessments. He said it is in a discussion-stage at this point in time; he sees this as a good thing. Russ is hoping it will open up a lot of other doors for the evaluators and is thinking there are some great opportunities in the Mountainlands area. He welcomes thoughts and ideas from everyone.

Kathleen Johnson

Kathleen indicated they are waiting to hear for reauthorization of the Workforce Investment Act. but doubts it will happen until sometime next year. The rumor is that it will probably be rewritten. Russ mentioned due to the elections with the new Congress, a lot of issues will die and need to be redone because of the change of power in Washington, D.C. He mentioned the various Senators who were over different committees will no longer be affective under the Democratic rule and will "die on the vine." Kathleen said a lot of employment centers have become job-sites for their clients. There was brief discussion about education, and that DWS clients are only able to participate for five hours weekly. The Vocational Rehabilitation Act operates under WIA – (Title IV).

AEFLA Grants

Marty mentioned since WIA was not going to be reauthorized right away, the decision had been made to take the AEFLA grants, (Adult Basic Education and EL/Civics grants) and reopen them for competitive bids. There will be a Bidder's Conference in March (as monies are known) for all programs who want to be considered for future funding. Marty said she is looking for readers from the Advisory Committee who would be willing to help read the applications and received responses from Agnes Chiao, Herb Clark, Kathleen Johnson, and Russ Thelin. (Marty requested Edie Mitko also if she is available.) The bidder's conference will probably be the end of March, and the reading would take place approximately the last part of April or first part of May.

Pathways

Marty told Kathleen adult education is ready to talk/formalize "pathways" in the northern and eastern regions. Comment was made that within the last couple of weeks in the Central Region, Jordan and Granite had presentations from Vocational Rehabilitation for approximately 30-40 employment counselors. Various issues regarding pathway meetings were discussed and Marty indicated she would

like to encourage the Community-Based Organizations to be present within the regions. The districts are "known" but the Community-Based Organizations are left out. Russ offered to facilitate and indicated when anyone was ready to let him know. Marty announced the next central region pathway meeting was scheduled for January 29, 2007 from 2 to 4 pm in the State Street Office.

CELEBRATING ADULT EDUCATION

A. "Celebration" Template discussion and review – Paula

Paula asked if this item was something the committee wanted to pursue and comment was made that Nate and James were going to come up with a template to make it easier for people to use for their success stories. It was decided that this item should be readdressed at the January meeting when Nate would be present.

When Paula asked if there were any success stories, Marty indicated she was passing out two documents. The first was a statistical report including information on Adult Basic Education and ESL clients/students being served. She directed attention to several tables and explained what they all stood for. The other document was the Annual Report which was just submitted to OVAE representing accomplishments and celebrating adult education throughout the state. (What adult education did to accomplish goals, where they are, and what they are doing to include pathways, etc.)

Another celebration of the state involves Shauna and Marty attending the National Directors' meeting and having the opportunity of meeting up with Troy Justensen, Assistant Secretary for Vocational and Adult Education, (who works for Secretary Spelling) and is very much an advocate of Adult Education and Vocational Rehabilitation. Marty indicated she had invited him to be a keynote speaker to the March Directors/Coordinators' meeting and is hoping he will accept the invitation.

There was brief discussion about the news article of rounding up the illegal employees at the Swift Meat-Packing Company and how it could impact the adult education classes because the students would be afraid to attend.

OTHER BUSINESS

a. (Membership Positions)

Carolyn indicated that all the names for the new positions would be turned into the Board secretary with their biographies by Friday, December 15th for the January Board Meeting, and that Edie had emailed her indicating Barbara Smith had accepted the PTA position on the Advisory Committee. "Business and Industry" is the only remaining position to be filled on the Advisory Committee.

Paula reminded committee members to submit their renewal letters (indicating their intent to continue to serve in the various positions on the committee) and the new members to turn in their biographies to Carolyn right away. Carolyn reported everything had been turned in and the members were up-to-date with the Advisory Committee By-laws.

There was brief discussion about Marylin Segall who had previously submitted an email indicating her interest to serve on the Adult Education Advisory Committee. Paula explained she had communicated back requesting a biography and introduction letter but neither one gave clarification of where she could best fill in. After much contemplation of the committee, Cindy made a motion to contact Marylin telling her there were no openings to serve on the committee, but let her know she was welcome to come as a guest. Murray seconded the motion. Paula indicated she would follow through with the note.

Russ indicated he was still working at "L-3" which was on the agenda and the person who he had in mind has had a lot of additional responsibilities. He said to just be patient it will happen.

2006 Accomplishments and Goals for Next Year

Paula thanked everyone on the committee allowing her to be the Chair, stating that it had been a fun experience working with people who are enthusiastic and passionate about adult education. She indicated one of the major accomplishments was to have a full roster with the exception of Business and Industry.

Paula said in addition to producing PSAs and sending surveys regarding Advisory Committees to local communities, there were several other accomplishments of the Advisory Committee during 2006.

- Establishing relationships to the local communities
- Reestablishing contact with the State Board of Education
- Reminding people who we are.
- Reminding Adult Education directors and coordinators what we are doing with the intent to develop a relationship with them.
- Setting up agenda items which should probably be reviewed in the New Year to make sure the Advisory Board is where they need to be.
- Composed some great "Thank-You" letters.

Paula asked for additional accomplishments she might have left out and received the following responses:

- Herb mentioned he thought Pamela Atkinson made the greatest presentation to the Legislature when budget cuts were inevitable, and that Senator Howard Stephenson became an advocate for adult education. (His perception changed.)
- James mentioned a vital accomplishment for adult education that affected the state across the board was the **Questions and Answers** that had been put together by Marty and her staff.
- Hector announced he was happy about an accomplishment in Logan which was being very close to having an electronic high school teaching Spanish.

Goals for 2007

Paula asked the committee what they thought about goals for next year and the following responses were made:

- Additional input to the Legislature.
- Innovative ways to help programs have more outreach.
- Advertisement, finding ways to reach the customer.
- To keep sharing information with program directors and coordinators.
- To get in front of the Board more frequently with everyone having an official statement regarding adult education and the position they serve such as PTA, Workforce Services, Business & Industry, etc.
- Building a relationship with other district advisory committee members, opening communication, finding out what other committees are doing.
- Try to establish better communication with higher education.

Norm asked that the State Adult Education Strategic Plan be placed on the agenda for the January meeting.

Marilyn asked Agnes if she would report to the committee about the United Way regarding the effort on the ELL. Agnes responded that they are planning on doing a research in January on two community groups (Hispanic/Latino or Refugee) to find out what their motivations are for learning English and what their barriers are. She also explained some other initiatives that United Way is working on

regarding community learning centers which they are still trying to obtain funding for. Paula indicated she would put her on the agenda for January.

Paula thanked James Andersen for serving as Past-Chair, and James shared his thoughts and appreciation in serving.

Agnes indicated she is working for the Utah American Dream Coalition that is working to maintain instate tuition (for children of undocumented workers). She said it sounds like a rough battle this year when the Legislature session meets and she is looking for support from any organization or committee.

AGENDA ITEMS FOR NEXT MONTH

- FACT Sheet (Who it will be distributed to.)
- Nate's Summary of the Survey (Paula will call him to see if there are any additions to Marty's overview.)
- Marty is going to talk to Nate to re-contact the local stations for the PSAs.
- Review the Template for success stories (Horizonte's template or Nate's design.)

Paula indicated that next month, in addition to standing agenda items, the group will look at the Strategic Plan, Agnes will give an update, and the committee will finalize the goals. There was brief legislative discussion and it was indicated it will always be on the agenda as a standing item as updates and new information comes along each month.

The committee "thanked" Paula for her service as Chair for the year 2006.

ADJOURN

The next Advisory Committee Meeting is scheduled for Wednesday, January 10th at 10:00 a.m. in Room 241 at the State Office of Education. The committee adjourned.